


PIN # \_\_\_\_\_


Date: \_\_\_\_\_


## Documents Needed Legal Residence List

To apply for the Special Assessment Based on Legal Residence (4%) go to:  
[www.horrycounty.org/Online-Services](http://www.horrycounty.org/Online-Services) (Legal Residence Application), click on Statutes for qualifications.

### **Required documentation:**




 SC DRIVER'S LICENSE or SC State Issued ID: copy for ALL Owner Occupants AND spouses;  
\*must reflect CURRENT address

 SC Motor Vehicle Registration: copy (for ALL Vehicles) for All Owner Occupants AND spouses, \*must reflect CURRENT address  
\*for company cars-provide registration showing business address

 TAX RETURNS: copy of most recently filed FEDERAL and STATE TAX RETURNS  
(Last tax filed regardless of what state they were filed in) include Schedule 1 & E if applicable  
\*RETURNS for BOTH Owner Occupant AND Spouse *must* be supplied  
\* If an *EXTENSION* was filed we need a copy of that filing, your completed returns may be requested at a later date.

**Note:** (ALL documents MUST be received within 15 days of application or you may need to re-apply. ALL documents (copies) must be legible.)

### ***If Applicable:***

 Certificate of Trust, Land Sale Contracts or Operating Agreement for Single Member LLC's  
 Divorced/Separated: If you are divorced or separated, our office requires copies of the Court Recorded filing of Divorce or Separation or Court Filed Separation Maintenance Agreement  
 Provide a written explanation of information of documents that are not available if applicable.

### **REMINDERS:**

- All required documents/proof must be supplied; missing documents can be submitted via email, fax or mail.
- INCOMPLETE APPLICATIONS or those missing supporting/required documents may be delayed in processing and/or denied.
- MOBILE HOMES must be TITLED with DMV and registered with the Assessor's Office, Manufactured Homes for a current decal.

Assessor's Office – (Phone) 843-915-5040 (Fax) 843-915-6040

Email: [asktps@horrycountysc.gov](mailto:asktps@horrycountysc.gov) to submit supporting documents electronically

IMPORTANT INFORMATION, DEPARTMENTS AND NUMBERS

**NEW Residents moving into Horry County please follow these steps:**

- (1) Contact **Auditor** to register your vehicles in Horry County and for copies of tax bills.
- (2) Pay any tax notices with the **Treasurer's** Office
- (3) Go to the South Carolina **DMV** for your SC driver's license and vehicle registration to reflect your current address
- (4) Apply Online at [www.horrycounty.org/Online-Services](http://www.horrycounty.org/Online-Services) (Legal Residence Application)

Auditor (1)  
1301 Second Ave, Ste. 1C41  
Conway, SC 29526  
1-843-915-5050

Vehicle Tax Billings  
Watercraft Tax Billings  
Camper/RV Tax Bills (not Mobile Homes)  
Homestead Exemption 843-915-5051

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Treasurer's Office (2)  
1301 Second Ave  
Conway, SC 29526  
1-843-915-5470

Tax Payments  
Property Tax  
Delinquent Tax  
Vehicle Tax

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DMV (Conway) (3)  
4103 Hwy 701 N  
Conway, SC 29526  
1-843-365-4781

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DMV (Myrtle Beach)  
1200 21<sup>st</sup> Ave N  
Myrtle Beach, SC  
1-843-448-9957

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Assessor's Office (4)  
1301 Second Ave, Ste. 1C08  
Conway, SC 29526  
1-843-915-5040

Aerial Maps  
Agriculture Assessments  
Legal Residence  
Real Estate Values

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Mobile Homes  
1-843-915-5041

Mobile Home Decals  
Mobile Home Moving Permit

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Code Enforcement  
1301 Second Ave, Ste. 1D09  
Conway, SC 29526  
1-843-915-5090

Building Inspections  
Building Permits  
Mobile Home Set Up Permits

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Register of Deeds  
1301 Second Ave,  
Conway, SC 29526  
1-843-915-5430

Deeds/Pats  
Liens/Mortgages/Recording of Documents  
Land Records/Research  
Power of Attorney

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Planning & Zoning  
1301 Second Ave  
Conway, SC 29526  
1-843-915-5340

Addressing & Street Naming  
Plan Review  
Sign Permits

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